



**Board of Supervisors of Elections
Minutes
Diamondback Terrapin Conference Room
Tuesday, July 25, 2017 at 6:00 PM**

Boardmembers Present: Chair Lois Neuman, Melissa Jackowski, Graham Johnson, Stephen Weiner

City Staff Present: City Clerk/Director of Council Operations Kathleen Conway, Deputy City Clerk Sara Taylor-Ferrell, Sr. Assistant City Attorney Jodi Schulz

Convene and Welcome

Convened meeting at 6:00 PM and Chair Neuman welcomed all those present.

Questions to the Board

There were no questions for the Board.

Approval of Minutes

Motion: to approve the minutes of May 23, 2017 as amended

Moved by Boardmember Weiner, seconded by Boardmember Jackowski and approved unanimously.

Review of Campaign Fund Report Survey Results Status

Boardmember Jackowski reported on the survey results. The following recommendations for the Board to review and correct are as follows:

- Loan forgiveness
- PayPal fees
- Formulas in the spreadsheet
- Campaign Finance Training

The Board discussed the following recommendations that may help with some of the feedback from the survey, such as:

- Website Hosting; Fundraising (catering)
- Media/Communications
- Consolidate categories; PayPal entry for fees; contribution vs. expenditures
- Examples of Campaign Fund Reports with two cycle; samples during orientation; handout or online
- Petty Cash – receipt book
- Categories; media/digital advertisement; equipment/rental equipment

Update on Action Plan Assignments

The Board reviewed and made comments on working assignments. Boardmember Johnson will continue to work on the Campaign Fund Reports and Boardmember Jackowski on consolidating the categories.

The Board would like to request candidate treasurers to test the draft Campaign Fund Reports once the report has been revised and amended.

Old/New Business

Chair Neuman reminded the Board of the other tasks that will need to be addressed before next election cycle.

- Standard Operating Procedures
- City Code Changes
- Revising Absentee Ballot Applications

Chair Neuman and the Board discussed the possible events, such as the one day conference in January, inviting speakers and vendors.

Future Meetings

Tuesday, August 15, 2017 6:00 - 8:00 PM

Adjournment

The meeting adjourned at 8:00 PM.

Motion: to adjourn

Moved by Boardmember Johnson, seconded by Boardmember Weiner and approved unanimously.